



## METRO PARKS TACOMA

# SPECIAL EVENT ADA AWARENESS INFORMATION

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As required by the federal Americans with Disabilities Act of 1990, all events, workshops, conferences, hearings or any other activity held on public property, must be accessible to people with disabilities. Metro Parks Tacoma provides the following information to assist you in ensuring that your event held on Metro Parks' property is accessible.

### GENERAL:

- Concern should be given to the accessibility of your event's location. Choose a location that will allow for these requirements to be met in the most natural manner.
- The site plan must show all ADA elements, including but not limited to, accessible parking, compliant portable and/or permanent restrooms, accessible paths of travel, accessible seating, ramps, etc.
- All printed material for the event is to include the Request for Accommodation notice with the international symbol of accessibility, a contact name, and the contact phone and email. The contact must be familiar with the event logistics.
- Elements which require requests for accommodation include materials in an alternative format, an interpreter, and assistive listening devices. These are not commonly provided unless requested; however consideration for assistive listening devices should be made whenever amplified sound is used.
- Service animals must be allowed to accompany their owners at all times and cannot be excluded from the event. Service animals are trained to provide a specific service for the owner based on their disability. The owner is responsible for the care and behavior of the service animal.

### PARKING:

- If parking is provided for an event, accessible parking is required. This includes the provision of access aisles between stalls and a clear route from the parking to the event entrance. For up to 100 stalls for event use, use 1:25 ratio; for up to 200 stalls use 6 ADA stalls and add an ADA stall for every additional 100. Never less than 2% of total.
- If no parking is provided for the event, an accessible passenger loading and unloading zone is required and must be identified using the international symbol of disability.
- Mount all signs with the international symbol of accessibility for maximum visibility.
- ADA parking can be paid only if the event parking provided is all paid as well. If you do not provide any other parking other than ADA stalls, it is inappropriate to charge only for them.

### ACCESSIBLE ROUTE:

- An accessible route is required from the accessible parking, and from the passenger loading/unloading zone, to the event entrance.
- An accessible route is required within the event to major attraction points, the accessible restrooms, etc.
- Routes are a minimum of 36" in wide with opportunities for 60" passing and turnaround space provided periodically.
- Routes are to be firm, stable, and level. Grades in parks should be no more than 5-8% on a route. Compacted crushed rock or wood chips, and paving are accessible. Thick gravel and grass is not normally considered accessible.
- If not all routes are accessible, accessible ones must be identified with the international symbol of accessibility, include directional arrows, and be visually prominent.
- Temporary ramps, over curbs or barriers, that do not exceed 8.33% grade by be required to provide an accessible route.



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- If the primary path of travel cannot become a compliant route, an alternative route must be provided. The alternative route should be parallel to/as near as possible to, the common pedestrian access route.

### BARRIERS:

- Concern should be given to disruptive elevation changes of more than ¼" vertical or ½" beveled. These are considered trip hazards and barriers and require removal from the route, a temporary ramp, or other cover to remove the hazard.
- All cords, wires, hoses, etc located within the path of travel must be ramped or covered.
- All routes should have a clear vertical height of 80" without branches or signs impinging into the route, especially within 27"-80" off the ground.

### SALES OR SERVICE COUNTERS:

- If sales or service counters are provided for your event, the height must be no more than 36" from the finished floor or ground. The width of the accessible counter should be no less than 36", promoting face to face contact.

### SEATING:

- If seating is provided, accessible seating and companion seating is required. This seating should be an identified space on level ground, which is 36" wide and 48" deep, with a connection to the route.
- Line of site of the focus of the event must be provided, and the location of other event-goers must be taken into consideration.

### PORTABLE TOILETS:

- If portable toilets are provided, they must be accessible and located on a level area not to exceed 2% cross slope in any direction.
- The total number of portable toilets to be provided for the event determines the required number of accessible toilets in any given area. This number is 5% of the total but in no event less than 1 for each location.
- If a single unit is placed, it must be accessible. The placement of single units may increase the number of accessible portable units required for your event. If you have multiple single units, not all accessible, you may place signage on the inaccessible units directing persons to the nearest accessible unit, provided it is within reasonable distance from the inaccessible unit and on an accessible route. Identification of the location of accessible restroom units on a site map, when provided, is required.
- An accessible route to each accessible portable unit is required.
- Accessible portable units must be identified with the international symbol of accessibility.

For more information on special event accessibility standards, contact Phedra Redifer, Events Supervisor, [phedrar@tacomaparks.com](mailto:phedrar@tacomaparks.com) or Roxanne Miles, ADA Coordinator, [roxannem@tacomaparks.com](mailto:roxannem@tacomaparks.com).

*Metro Parks Tacoma strives to create an atmosphere of accessibility for our diverse community.*

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*If you have comments or suggestions to help us meet your expectations, please call Roxanne Miles, 253.305.1068,  
or write [inclusion@tacomaparks.com](mailto:inclusion@tacomaparks.com).*